

THE MATTABASSETT DISTRICT

Memorandum

Date: October 12, 2015

Subject: Agenda - Monday,
October 19, 2015 @ 7:00 PM
Board Meeting

To: Board of Directors

From: Arthur G. Simonian, Executive Director

Public Speakers

AGENDA

Roll Call

	<u>Pages</u>
1. Minutes of the meeting of September 21, 2015	1 - 6
2. Treasurer's Report	7 - 16
a. Receipts & Expenditures – FY 14-15 & FY 15-16	8 - 9
b. Operating Fund Statement of Income	10
c. Cash Flow Graphs	11 - 13
d. Investment Schedule	14 – 15
e. Investment Schedule Distribution	16
3. Budget Statement	17 - 19
4. Check Register Report – September, 2015	20 - 22
5. Staff Reports	23 - 51
a. Monthly Report	23 - 33
b. Safety/Energy Report	34 - 35
c. Operational Profile	36 - 39
d. Monthly Flows & Rainfall Data for the Past Two Years	40
e. Effluent Quality Graph	41
f. Nitrogen Graph	42
g. Maintenance Graph	43
h. Executive Director & Staff Action Items	44 - 51
1. Provide Report about vegetation condition of trunk line & ROW – see attached report	
2. Review Bargaining Unit Contract & Vendor for Safety Boots – see attached report	
3. Provide Capital Improvement Plan as part of FY17 Budget for 5 Years - see attached report	
4. Report on warranty for valve that was repaired begin at time of repair or time of substantial completion - see attached report	
5. Provide Job Descriptions for potential new positions. – completed	
6. Checkbook Analysis by Executive Director – see attached spreadsheet	
6. Committee Reports	
a. Engineering	
b. Finance – (pink)	
c. Human Resources - (yellow)	

1. Incinerator Manager/Assistant Operations Manager Position
2. Temporary/Part Time Laboratory Technician Assignment
- d. Property Management - (blue)
 1. Selection of Insurance Broker
- e. Public Relations
- f. District Project Construction Committee - (orange)
 1. C.H. Nickerson's Payment Requisition #41 for August/September - \$125,379.90
 2. Wright-Pierce's Payment Requisition for August 2015 - \$105,058.59
 3. Change Order #46 for 4 Sub Change Orders - \$37,447.52
7. Counsel's Report
 - a. Executive Session
8. New Business
9. Communications
10. Adjournment

The next meeting of the Mattabassett District will be held on **Monday, November 16, 2015 at 7:00 p.m.**, in the Administration Building, Cromwell, Connecticut.